

# STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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## MEMORANDUM

To: Re-Trending County Assessor and County Auditor

From: Cheryl A.W. Musgrave *CWM*  
Commissioner, Department of Local Government Finance

Date: November 20, 2007

Subject: Re-Trending Dates and Data Submittal

As a supplement to the previously issued Re-trending Directive or Reassessment Order, the Department hereby directs the County Assessor to follow his/her statutory duties with regard to data submission as described in an October 2007 memorandum from the Department and his/her other duties as described in, but not limited to, the following statutes:

### Statutory Requirements

1. Indiana Code section 6-1.1-5-14 and 50 IAC 21-9-1(b) (delivery of real property list/certification of assessed values to the County Auditor on or before July 1 of each year);
2. Indiana Code section 6-1.1-4-25(b); Indiana Code section 4-10-13-5; and 50 IAC 21-9-1(b) (submission of all parcel characteristics and assessments and personal property return characteristics and assessments to the Department on or before October 1 of each year); and
3. Indiana Code section 6-1.1-5.5-3(c) and 50 IAC 21-9-1(a) (submission of all sales disclosure data to the Department on or before March 1 of each year).

### Effect on 2008 Budget Order

4. While the County Assessor is re-trending or reassessing 2006-pay-2007 assessed valuations, he/she should continue with the annual adjustment process for 2007-pay-2008 assessed valuations. The County Assessor should do the following:
  - a. Once the re-trending or reassessment process is completed, and the 2006-pay-2007 ratio study is approved, the Assessor shall "re-roll" the 2006-pay-2007 values to the Auditor;

b. For the 2007-pay-2008 annual adjustment process, use calendar year 2005 and 2006 sales data;

c. In the absence of sufficient sales data, use the cost and income approaches to value, or other information such as appraisals, in accordance with 50 IAC 21-5-2(b);

d. The resulting annual adjustment, or trending, factors shall then be applied accordingly to 2006-pay-2007 and 2007-pay-2008 assessed valuations.

5. The Department has recently implemented a modification to its budget hearing process, so it is more closely aligned to Indiana Code chapter 6-1.1-17. Specifically, the Department will not conduct its public hearing on the budget, tax rate, and tax levy in a county as required by Indiana Code section 6-1.1-17-16, until the Department has received the certified assessed valuations from the County Auditor, which are due by August 1 of each year, in accordance with Indiana Code section 6-1.1-17-1. It is critically important to the Department that the counties return to the budget schedule as outlined in the Indiana Code.

6. Because the assessed values determined using the process above and in the previously issued Re-trending Directive or Reassessment Order may affect both the tax rates and levies for taxes first due and payable in 2008, the Department will not certify the 2008 Budget Order, including budgets, tax rates and tax levies, for your county until the process described above and in the previously issued Re-trending Directive or Reassessment Order has been completed. Ind. Code § 6-1.1-17.

If you have any questions regarding data submittal requirements, please contact the [Data@dlgf.in.gov](mailto:Data@dlgf.in.gov) e-mail address.